

SELECTMEN'S MEETING MINUTES  
TOWN OFFICES COMMUNITY ROOM  
25 BRYANTS LANE  
MONDAY, JUNE 6, 2005  
6:00 P.M. MEETING

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Member present: Selectman Jason Booth, Selectman Rich Lemoine, Selectman Kevin O'Connor, Selectwoman Karyn Puleo, and Selectwoman Jacqueline Schnackertz

The meeting was called to order, the Board and staff were introduced.

A moment of silence to observe the passing of Dorothy Dunderdale, former Town Clerk, on behalf of the Board of Selectmen condolences were extended to Dorothy's family.

I. CITIZENS' TIME

The Chair asked if there were any residents not on the agenda wished to speak this evening. No one came forward.

II. CORRESPONDENCE

Selectman O'Connor read the agenda as posted and the correspondence as submitted.

Motion by Selectman O'Connor to accept the correspondence as read, second by Selectwoman Puleo,  
Vote – Unanimous

III. ACTION/DISCUSSION

A. Discussion/Media Specialist

The Board discussed the Media Specialist's new job description. The position will be upgraded to include the Town's Website and will the hours will increase from 20 hours to 40 hours. The position will be offered in house first the position will be funded through the Comcast Cable fees.

B. FY06 Budget Update

The Board is at the end of the bargaining process with the Clerical Union, the Police is still impact bargaining. The Board is on target with cuts made at Town Meeting. There are no additional monies coming to Tyngsborough.

C. Review of Town Administrator Job Description,  
Advertising/Hiring Process

Selectman Lemoine is working with Mark Morse of the MMA Consulting Group on a job description and salary. Will bring Mr. Morse in to the next meeting to discuss further, and will send the information to the Search Committee and set a date and time to meet for discussions.

D. Discuss Insurance Review Committee

Selectwoman Puleo and Selectman Lemoine are the two member subcommittee reviewing the policy/committee for Insurance reviews. The thought process was that it would be easy referring to legal counsel. Labor Counsel has submitted a summary on how to proceed according to MGL Chapter 32B subsection 3 and giving consideration to Section 19 the committee must comprise of 7 members, one employee from each of the Unions, and one retiree for the Board to act the Board must accept MGL Chapter 32B.

Motion by Selectman O'Connor to formally accept MGL Chapter 32B Section 19 and to rally the Union and the Retirement Board for a designee, second by Selectwoman Puleo,  
Vote - Unanimous

The Town Treasurer has worked with an insurance consortium to help defray the high cost of insurance premiums. The Treasurer has kept the town in the ball park with other communities but is always looking for a better deal.

The Board has received correspondence on the ADA Coordinator, the Town has not had a nominee for some time.

Motion by Selectwoman Schnackertz to appoint the Acting Town Administrator as the ADA Coordinator, second by Selectwoman Puleo,  
Vote - Unanimous

The Board has also discussed who would be the Board's representative to serve with a Fin Com Member and the Financial Team on reviewing allowable expenses. Fin Com Member John Griffin has volunteered, Selectman O'Connor and Selectwoman Puleo volunteered to serve.

Motion by Selectman Booth to appoint Fin Com Member John Griffin, Selectman O'Connor and Selectwoman Puleo to serve on the Financial Team, second by Selectman Lemoine,  
Vote – Unanimous

#### IV. ASSISTANT TOWN ADMINISTRATOR'S NOTES

The appointment letters are being sent to the appointees whose terms are up this will save on postage since we are in budget crises.

#### V. SELECTMEN'S NOTES

The Board thanked the Memorial Day Committee for a great job on the parade and festivities. Congratulations to Barbara Reynolds, the COA Director on her Certification. The Selectmen thank Madame Chair for speaking of Dorothy's passing the Board will send flowers and the Town Hall will be closed for the funeral. A reminder of the department head meeting on Tuesday all are invited. The Board congratulated the High School Graduates. The Board voted to enter into a work session to discuss other business.

Motion by Selectman O'Connor to enter into a Work Session, second by Selectwoman Puleo,  
Vote – Unanimous

#### VI. WORK SESSION

##### A. Goals and Objectives

The Board has a draft copy of the goals and objectives for their review. Some topics for future discussions were the possibility of receiving grants, the engineering RFP the donated money for the elementary school fields, fees, the tax rate and arbitrage and bonds.

##### B. Transition

To be discussed at a future meeting.

The Board having no further business motioned to adjourn.

VII. ADJOURNMENT

Motion by Selectmen O'Connor to adjourn, second by Selectman Booth,  
Vote – Unanimous

The Board adjourned the meeting at 7:45 P.M.

Respectfully submitted

Therese Gay  
Admin Assist.